



DEPARTMENT OF HEALTH
AND SOCIAL SERVICES

"DMS - Serving Those Who Serve Delaware"

Division of Management Services

RECRUITMENT #: 07-H03-SNL

OPENING DATE: August 15, 2006

CLOSING DATE: Continuous until filled

CHILD SUPPORT SPECIALIST I *(Seasonal Position)*

Location:

**Division of Child Support Enforcement
Churchman's Corporate Center
84A Christiana Rd
P.O. Box 904
New Castle, De 19720**

NOTE: This job may require travel to and from Family Court and to and from other locations statewide.

SUMMARY STATEMENT: The incumbent will be responsible for processing child support cases to assist in the establishment and enforcement of child support orders. Incumbent will perform various case processing functions using the Delaware Automated Child Support Enforcement System (DACSES).

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in a disqualification.

Applicant must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified."

Possession of at least an Associates degree in a Social Science or Human Services Field, which includes, a computer course in database software automatically qualifies.

OR

1. Knowledge of interviewing for the purpose of eliciting information.
2. Knowledge of database systems.
3. Knowledge of basic mathematical computations.
4. Ability to communicate effectively.

RATE OF PAY: \$15.34/hour

LENGTH OF ASSIGNMENT: At least 1-2 years.

HOURS OF EMPLOYMENT: 29.75 hours per week (seasonal position).

BENEFITS: No benefit package is available for this position.

APPLICATION REQUIREMENTS AND CONTACT PERSON: Submit a completed State of Delaware application to:

Attention: Curt Foster
Division of Child Support Enforcement
Department of Health and Social Services
84 A Christiana Road
P.O. Box 904
New Castle, DE 19720
Phone: 302- 326-6024 Ext. 274
Or
Fax to 302-326-6235

**THE STATE OF DELAWARE IS AN AFFIRMATIVE ACTION
AND EQUAL OPPORTUNITY EMPLOYER.**